

RESOLUTION NO. \_\_\_\_\_

**Create Three Positions of *Deputy Sheriff – In Training*  
in the Dodge County Sheriff's Office**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

**WHEREAS**, the Dodge County Judicial and Public Protection Committee has studied and analyzed staffing needs at the Dodge County Sheriff's Office; and,

**WHEREAS**, consideration has been given to creating temporary positions to be filled by employees who are completing the required State of Wisconsin Law Enforcement Academy necessary to fulfill the full-time Deputy Sheriff positions; and,

**WHEREAS**, these temporary positions will be utilized on a short-term basis only when a vacant Deputy Sheriff position exists; and,

**WHEREAS**, as a result of these studies and analyses, the Committee recommends that the Dodge County Board of Supervisors create the following positions in the Sheriff's Office, effective May 17, 2018:

Three (3) new, temporary, full-time, benefited positions of *Deputy Sheriff – In Training*; and,

**WHEREAS**, a job description for the proposed positions of *Deputy Sheriff – In Training*, has been marked for identification as Exhibit "A", and has been attached hereto; and,

**WHEREAS**, funding for these positions exists in the 2018 Budget of the Sheriff's Office which are sufficient to fund the proposed positions of *Deputy Sheriff – In Training* for the remainder of the calendar year of 2018;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following positions in the Dodge County Sheriff's Office, effective May 17, 2018, for the purpose stated herein:

Three (3) new, temporary, full-time, benefited positions of *Deputy Sheriff – In Training*.

All of which is respectfully submitted this 16th day of May, 2018.

**Dodge County Judicial and Public Protection Committee:**

\_\_\_\_\_  
MaryAnn Miller

\_\_\_\_\_  
Dan Hilbert

\_\_\_\_\_  
Thomas Nickel

\_\_\_\_\_  
Larry Schraufnagel

\_\_\_\_\_  
Eugene Wurtz

**FISCAL NOTE:**

The revenue/expenditure is contained in the current year budget:  X  Yes   No   N/A.

Budget Impact: \$ \_\_\_\_\_. Finance Committee review date: May 8, 2018. Chair initials: \_\_\_\_\_.

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create three (3) part-time positions of *Deputy Sheriff – In Training*.

# DODGE COUNTY JOB DESCRIPTION

Wage: \$18.00

<b>JOB TITLE:</b>	Deputy Sheriff – In Training	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Sheriff's Office	<b>REPORTS TO:</b>	Operations Captain
<b>LOCATION:</b>	Law Enforcement Center	<b>DATE:</b>	DRAFT
<b>LABOR GRADE:</b>	Miscellaneous Wage Scale	<b>REVISED:</b>	
<b>OVERALL PURPOSE/SUMMARY</b>			
Under the general direction of Operations Captain this position exists for the sole purpose to allow for the completion of the required qualifications under the Law Enforcement Academy and to meet the Law Enforcement Certification requirements under the State of Wisconsin.			
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>1. Required attendance at the State of Wisconsin Law Enforcement Academy.</li> <li>2. Must pass all required courses and attain Law Enforcement Certification under the State of Wisconsin.</li> <li>3. Maintains a professional attitude and appearance.</li> <li>4. Understands and follows the mission and vision statement of the sheriff's office.</li> <li>5. Regular attendance and punctuality required.</li> <li>6. Performs other related duties as may be required or assigned.</li> </ol>			
<b>JOB SPECIFICATION</b>			
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>			
<p>Proficient skill in traffic enforcement and crash investigation, criminal and non-criminal investigation, and report writing. Working knowledge of applicable state statutes, county ordinances, and departmental policies, rules, and procedures. Ability to communicate effectively.</p> <p>Ability to function effectively and prioritize functions under stressful conditions.</p> <p>Ability to explain and enforce federal, state, and county laws clearly and courteously.</p> <p>Must meet requirements of Dodge County Driver Qualification Policy.</p>			
<b>EDUCATION AND EXPERIENCE</b>			
<p>Must be 21 years of age upon completion of the Law Enforcement Academy and have a valid, unrestricted Wisconsin motor vehicle operator's license. Before commencing employment must possess at least either a two (2) year associate degree from a Wisconsin vocational, technical, or adult education district or its accredited equivalent from another State or minimum of 60 fully accredited college level credits. Must pass written, oral and physical examinations as required by the Sheriff. Prior experience as a law enforcement officer is preferred. As a standard Law Enforcement Certification is a requirement for full time employment as a Deputy Sheriff, the Sheriff's Office is funding the costs associated with attendance at the Law Enforcement Academy (i.e. registration, lodging, transportation). Upon successful and satisfactory completion of the Law Enforcement Academy the employee will transfer to the position of Deputy Sheriff.</p>			
<b>WORKING CONDITIONS</b>			
<p>Nearly constant time pressure. Frequent repetitive activities. Frequent work under distractions. Frequent high/low temperatures. Frequent high stress situations. Frequent improper illumination. Minimal intense/continuous noise. May be exposed to free flowing blood and communicable disease.</p>			
<b>PHYSICAL DEMANDS</b>			
<p>The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.</p>			
<b>ACKNOWLEDGEMENTS</b>		<b>FOR HUMAN RESOURCE USE</b>	
<b>EMPLOYEE SIGNATURE:</b>		<b>ANALYST(S):</b>	
<b>DATE:</b>		<b>DATE:</b>	
<b>SUPERVISOR SIGNATURE:</b>			
<b>DATE:</b>			
<p>The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).</p> <p>THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.</p>			

*You are invited to attend*

the fourth annual ceremony in honor of

## The Dodge County Law Enforcement Memorial

DATE: Wednesday, May 16, 2018  
LOCATION: County Administration Building  
Dodge County LE Memorial Site  
127 East Oak Street  
Juneau, WI  
TIME: Assemble at Memorial at 11:00  
Ceremony at 11:15  
Lunch to follow



Lunch is available afterwards. Please RSVP by May 9th by mailing \$12 and the following information to: **Chief Dave Beal**  
**P.O. Box 85, Juneau, WI 53039** or contact at Email: [dbeal@cityofjuneau.net](mailto:dbeal@cityofjuneau.net) or Phone: 920-386-4810

Name(s) \_\_\_\_\_ Organization \_\_\_\_\_

Number of Lunches \_\_\_\_\_ Please make checks out to DCELEA (2018 Memorial Luncheon)

**DODGE COUNTY  
JUDICIAL AND PUBLIC PROTECTION COMMITTEE MEETING  
April 6, 2018**

**Call to order:** Meeting was called to order by Chair, MaryAnn Miller, at 8:00 a.m.; a quorum was established with the following members present:

MaryAnn Miller  
Dan Hilbert  
Larry Bischoff  
Thomas Nickel  
Larry Schraufnagel

**Also Present:** James Mielke, County Administrator; Steven Bauer, Circuit Court Judge; Joseph Sciascia, Circuit Court Judge; Brian Pfitzinger, Circuit Court Judge; Martin DeVries, Circuit Court Judge & his court reporter Tammy Wild (joined meeting at 8:30); Michelle Kenning, Chief Deputy Clerk of Courts; Bob Barrington, District Attorney Managing Attorney; Bernie Mueller, Child Support Agency; Dale Schmidt, Dodge County Sheriff; Scott Smith, Chief Deputy, Sheriff's Office; Patrick Schoebel, Medical Examiner; Barb Brandt, Br. 4 Judicial Assistant; Sandy Bird, Br. 1 Judicial Assistant.

Miller certifies compliance with the Open Meeting Law.

**Approval of Agenda and Allow for Deviation:** Motion made by Hilbert to approve Agenda and to allow for deviation; second by Bischoff. Motion carried.

**Public Comment:** None

**Approval of Minutes:** Motion by Schraufnagel to approve Minutes of March 2, 2018; second by Nickel. Motion carried.

**Communications:** None

**Announcements:** Barb introduced Sandy Bird to the Committee as she will be taking over the duties as recording secretary starting with the May meeting.

Chair Miller reported on the last WCA meeting she attended.

**Circuit Court/Judge's Report:** Judge Bauer reported that the interpreter rates being charged to Dodge County will be increasing from \$40/hour to \$60/hour – this is for the Spanish speaking interpreter. The Courts try and use the local interpreter efficiently, and the Judge explained the way the increments are charged. A service called Language Line or SWITS is used if a local interpreter isn't available. Judge Sciascia explained a recent need for a Hmong interpreter that would have a significant impact on the budget.

Judge Sciascia asked Michelle to report on the recently security conference that she and 4 others attended recently. Both Peggy Novak and Judge DeVries provided written reports that were distributed to the Committee. Dodge County is ahead of other counties in training, especially since we have already done an active shooter scenario in the building. The US

Marshall's Office spoke regarding appropriate signage and these are being looked at for the Justice Facility. Other topics covered were home security and cyber security. A building tour was discussed for a future meeting.

**Clerk of Courts Report:** No report

**Child Support Report:** Bernie Mueller had a budget adjustment - \$13,000 received from the State will be used for the texting program.

**District Attorney Report:** Work on Spillman continues, but nothing new to report. There is some beta testing that Spillman is doing with Eau Claire County so they are getting closer.

Bob reported that there had been a recent bond forfeiture of \$20,000 because a defendant had violated his bond conditions and has been remanded to the jail.

Bob further reported that a Memorandum of Understanding was recently completed with Jefferson County that in effect will allow drunk driving offenders to go into treatment programs within their own counties.

Peggy Nowak, a Victim Witness Coordinate in the District Attorney's office is going to receive the Wisconsin Person of the Year Award at a conference later in the year. The DA's office is going to have a surprise presentation for her on Thursday, April 12 at 11:45 in Branch 4 and then there will be a luncheon after in the Branch 3 jury room. The Committee is invited to attend.

**Medical Examiner Report:** No report

**Sheriff Office Report:** Sheriff Schmidt reported on the calls for service for March. He reported there have been 3 fatalities so far this year.

The number of speeding contacts are up approximately 33% because of the speed enforcement that has been ongoing. People are slowing down, and property damage crashes are down significantly right now. They will be continuing to use that signage for the long term.

The sheriff reported that next month he will be presenting the results of the jail replacement study both to this committee and the building committee. There will be lots of information so that the committee can make an educated decision. There is a proposed meeting at 5:00 p.m. on either May 7 or 8 that will last a couple of hours in the auditorium of the office building in order to have a proposal that will be presented to the County Board the next week.

Sheriff Schmidt reported on promotions, retirements and new hires.

The Sheriff explained that the law changes of Chapter 980 could have a significant impact on the County. This is the law that governs the conditional release of sex offenders into the community.

Two community service officers have been hired and they will be starting in the near future. This position will be staffed by either current or former Explorers. They will not have authority for arrests, but will be helping at crashes/disabled vehicle incidents that don't require a full deputy. The Sheriff recognized Countryside Ford for the contribution of a vehicle for this program.

Sheriff Schmidt reported on the recent "swatting" incident that required a shutdown of Hwy 151. There is still investigation to be completed regarding this incident.

The Explorers will be attending the National Explorer Conference to take place at Purdue in July. Dodge County has had teams participating since 2010.

The recent bomb incident in Beaver Dam was reported on. The belief is that the bomber was acting alone and there was nothing to alarm the community. The Sheriff further reported the high level of cooperation among all the agencies that responded, including being able to retrieve some personal items for displaced residents.

**Other business:** The informational presentation for this meeting is by Tammy Wild, the Branch 2 Court Reporter who was introduced by Judge Martin DeVries. She explained the difference between a stenographic reporter, that she was previously, and a DAR reporter that she has transitioned to. Tammy explained the process of requesting a transcript of hearings and the types of hearings where a transcript is required. She further explained the process of being able to give an estimate. Judge Bauer explained what would happen for criminal cases in the appeal process. They explained that notes have to be kept for 10 years and even if a court reporter goes to another county or retires, he/she would still be responsible for preparing a transcript.

**Next Meeting:** Friday, May 4, 2018 at 8:00 a.m. at the Dodge County Justice Facility.

**Adjournment:** Motion by Hilbert to adjourn meeting; second by Nickel. Motion carried. Meeting adjourned at 9:32 a.m..

**Disclaimer:** The above minutes may be approved, amended or corrected at the next committee meeting.

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Larry Schraufnagel, Secretary

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Barbara N. Brandt, Recording Secretary